

Universitat Pompeu Fabra procedure to apply for a Juan de la Cierva grant (call 2009)

The proposal procedure includes two parts:

1. The first part is to be completed by the applicant.
2. The second part is to be completed by University.

-

FIRST PART

FIRST STEP- applicants need first to register and fill-in the following electronic form “Acceso a la aplicación de la solicitud del Investigador”. This form can be accessed via Ministerio de Ciencia y Innovación website

(http://web.micinn.es/contenido.asp?menu1=1&menu2=3&menu3=&dir=03_Plan_IDI/00-LIAs/00@LIARRHH/02-Contratacion/01-JCierva/001Con09/03-Solicitud)

During the process the researcher will be asked to introduce the following data:

- Personal data
- Academic data
- Appointment agreement between researcher and host institution
- Research group data

Researcher should also attach the documents mentioned below:

- Applicant Curriculum Vitae
- Researcher in charge Curriculum Vitae
- Research group last 5 years Scientific achievements
- Scientific proposal Summary

Once the form is completed and validated, applicant should press the button “generar definitiva” to obtain the **Document C** (“Acuerdo de incorporación”). This **Document C** must be printed out.

SECOND STEP-

After first step is completed, the applicant should send to the UPF an original and a copy of the following documents:

- Acuerdo de incorporación, duly signed

- Copy of the passport of applicant (only for those applicants which are not Spanish)
- PhD certificate of the applicant (including the date of the award, when necessary)
- Documentary evidence, when necessary, for physical handicap or supposed interruptions mentioned in section III:2.2

Applicant will have to **hand all this documentation to UPF Research Service** (Wellington building , room 23.002, Campus Ciutadella, Ramon Trias Fargas, 25-27, 08005) **before 19 February 2009 12.00 o'clock.**

SECOND PART

After receiving this documentation., Research Service will be responsible for fill-in the second part of the form, process the signatures and send it to the Ministerio whitin the deadline

Do not hesitate to contact Research Service (Sr. Antonio Ruiz. Tel. 935.422.132, spc.recerca@upf.edu) if you need further information.